

A.D. 2.12, Employee Health and Safety

Prepared for signature 1/23/02 - effective 2/8/02

1. Policy. The Department of Correction shall promote safe and healthy working conditions for all employees of the agency.
2. Authority and Reference.
  - A. Connecticut General Statutes Sections 5-142 through 5-145b, 18-81 and Chapters 568 and 571.
  - B. Connecticut Executive Order No. 16.
  - C. Regulations of Connecticut State Agencies, Sections 31-40v-4 through 31-40v-8 and 31-279-1 through 31-379-22.
  - D. American Correctional Association, Standards for Adult Correctional Institutions, Third Edition, January 1990, Standards 3-4041, 3-4048, 3-4199, 3-4200, 3-4302 and 3-4401.
  - E. American Correctional Association, Standards for Adult Local Detention Facilities, Third Edition, March 1991, Standards 3-ALDF-1B-15, 3-ALDF-1C-01, 3-ALDF-2A-02, 3-ALDF-3B-02 and 3-ALDF-4C-09.
  - F. Department of Administrative Services General Letter No. 78 (Revised).
  - G. Administrative Directives 1.3, Administrative Directives, Manuals, Forms Management and Post Orders; 2.22, Workplace Violence Prevention Policy; 6.2, Facility Post Orders and Logs; and 7.3, Emergency Plans.
3. Definition. For the purposes stated herein, the following definition applies:

Third Party Administrator. A contracted entity, selected by the Department of Administrative Services, which investigates and processes claims, provides case management and ensures appropriate medical care through a network of participating providers for employees covered under the state's workers' compensation program.
4. Management's Responsibility. Each unit shall develop health and safety related unit directives and post orders in accordance with Administrative Directives 1.3, Administrative Directives, Manuals, Forms Management and Post Orders; 2.22, Workplace Violence Prevention Policy; 6.2, Facility Post Orders and Logs; and 7.3, Emergency Plans. Each employee shall be responsible for safety compliance.
  - A. Each Unit Administrator or designee shall maintain contact with any employee who is absent from work due to an occupational illness or injury. Such contact shall be documented. Contact shall be to ensure appropriate support and monitoring of the employee's progress.
  - B. Each Unit Administrator shall ensure that employees within the chain of command follow the correct procedures for preventing and reporting incidents of occupational illness or injury.
5. Safety Program Implementation. The goal of the Department's safety program shall be to reduce accidents and injuries. The program shall:
  - A. Identify unsafe acts, omissions and conditions, and provide the necessary procedures and training to reduce risk of occupational

- injury or illness.
  - B. Reduce, modify, or eliminate the conditions which may cause lost time.
  - C. Promote health and safety awareness through example, training, educational aids, promotional materials and adherence to Safety Manual guidelines.
  - D. Establish methods for monitoring health and safety issues.
5. Department Coordination. The Department has established an agency-wide Health and Safety Advisory Committee for the purpose of discussing health and safety concerns. The committee shall be a forum for constructive dialogue regarding overall safety efforts and concerns, and may recommend or develop programs designed to enhance worksite health and safety.
6. Membership and Composition of Facility Committees.
- A. The committees shall be composed of as many employee members as employer members.
  - B. The employer's non-managerial employees shall submit potential employee safety and health members to the Unit Administrator, who shall approve membership.
  - C. Each facility committee shall have a chairperson selected by the committee members.
  - D. Reasonable efforts shall be made to ensure that committee members are representative of the major work activities at the work location.
7. Frequency of Meetings. The committee shall meet at least once every three (3) months.
8. Recordkeeping.
- A. The employer shall keep a roster containing the names and units of all committee members. The names of current members shall be posted to ensure that all employees can readily contact committee members.
  - B. The employer shall keep a record of attendance and minutes of meetings.
  - C. All records regarding safety and health committees shall be provided to the chairperson or designee.
  - D. The retention time for such records is three (3) years, after which said records may be purged.
- Any employee who participates in committee activities in the employee's role as a committee member, including attending meetings, training activities, and/or inspections, shall be paid at the regular rate of pay for all time spent on such activities.
10. Duties and Functions. The duties and responsibilities of the committees shall include, but not be limited to, establishing procedures for sharing ideas with the employer concerning:
- A. A review of accidents.
  - B. Recommending corrective action.
  - C. Developing plans to correct unsafe acts or omissions and working

- conditions.
  - D. Developing and communicating ideas related to health and safety issues.
  - E. Assisting in the conduct of safety inspections
  - F. Developing suggestions and information pertaining to safety and loss control.
  - G. Creating safety awareness through education.
  - H. Identifying unsafe conditions or practices and recommending strategies to reduce, modify, or eliminate those conditions and practices.
  - I. Developing safety guidelines in accordance with Department Directives.
  - J. Recommending programs to improve the health of employees.
  - K. Recommending training programs promoting workplace safety.
11. Medical Attention. An injured employee may obtain preliminary emergency medical assistance at the worksite or location as available. If additional medical assistance is required, the employee shall be directed to the nearest provider/medical facility approved by the third party administrator. If there is a medical emergency, 911 should be called.
12. Claim Filing. In any instance of on-the-job injury and/or occupational disease, the supervisor shall report the injury on the injury hotline by calling 1-800-828-2717. A Report of Accident or Occupational Disease to an Employee Form, PER-WC-207, Attachment A, shall be completed by the employee's supervisor upon notification of injury or illness. In addition, the employee must complete the Leave Election Form, CO-715, Attachment B, and the Filing Status and Exemption Form, WCC-1A, Attachment C, and the Concurrent Employment Third Party Liability Form, WCC-211, Attachment D, for each injury or occupational disease. These forms shall be forwarded to the appropriate Workers' Compensation Liaison. A Notice of Claim for Compensation Form, 30-C, Attachment E, may also be filed by the employee after a job-related injury or disease. Upon receipt of Form 30-C, the Department shall have 28 days to contest a claim.
13. Physician Reports. When an injury is reported and the employee is referred to an outside physician the employee shall be furnished with a copy of the Worker Status Report, Attachment F. The employee shall be responsible for delivering the Worker Status Report from the employee's physician to his/her supervisor, who in turn shall immediately forward a copy of same to the Workers' Compensation Unit.
14. OSHA Logs. After a recordable work injury, an entry shall be made in the OSHA log, OSHA No. 200. The Human Resource Workers' Compensation Unit shall be contacted for clarification when necessary. Information, necessary for completion of the OSHA log, shall be obtained from the PER-WC-207.
15. OSHA Records Submission and Posting Information. By February 1, each worksite or location shall post, the annual OSHA log and summary on the employee's bulletin board. This summary shall remain posted until at least March 1.
16. Exceptions. Any exception to the procedures in this Administrative

Directive shall require prior written approval from the Commissioner.